

# BURLINGTONHOUSING AUTHORITYPlans

5YearPlanforFiscalYears2004 -2008  
AnnualPlanforFiscalYear2004

**NOTE:THISPHAPLANSTEMPLATE (HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

## **PHA Plan Agency Identification**

**PHAName:** Burlington Housing Authority

**PHANumber:** VT001

**PHAFiscalYearBeginning:** 07/2003

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☒ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2004 -2008**  
[24CFRPart903.5]

**A.Mission**

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is to promote, provide and preserve affordable housing in ways that encourage residents self -sufficiency and support healthy neighborhoods.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targetssuch as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:
  - ☐ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities:
  - ☒ Acquire or build units or developments
  - ☒ Other
- (1) Support the priorities of the City of Burlington Consolidated Plan, Annual Action Plan and Mayor's Housing Agenda
- (2) Support the housing development initiatives of nonpr of housing providers
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHA score) -Remain a High Performer

- ☒ Improve voucher management: (SEMAP score) – Remain a High Performer while continuing to improve program management and customers support
- ☒ Increase customer satisfaction:
- ☐ Concentrate on effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units by implementing BHA's 10 Year Capital Improvement Plan
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)
  
- ☒ PHA Goal: Increase assisted housing choices
- Objectives:
  - ☐ Provide voucher mobility counseling:
  - ☒ Conduct outreach effort to potential voucher landlord through the Rental Opportunity Center
  - ☐ Increase voucher payment standards
  - ☒ Implement voucher home ownership program:
  - ☒ Implement public housing or other home ownership program through the development of new home ownership units on unutilized land at Franklin Square
  - ☐ Implement public housing site -based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☒ Other: Continue to implement an expanded project -based voucher program for up to 20% of the total Section 8 allocation

### **HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
  - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  
  - ☒ Other:
    - (1) Encourage resident organizations in all developments and provide ongoing support to established resident organizations
    - (2) Maintain a consistent mix of elderly and disabled residents in our elderly/disabled housing developments

- (3) Continue to improve screening of applicants consistent with fair housing laws

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability through partnerships with the Vermont Department of Prevention, Assistance, Transition and Health Access and the Vermont Department of Employment and Training
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities through partnerships with Fletcher Allen Health Center, the Visiting Nurses Association, Howard Center for Human Services and other service providers
- ☒ Other: Increase the number of public housing residents participating in the Family Self-Sufficiency Program

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

**Annual PHA Plan  
PHA Fiscal Year 2004**  
[24CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

**Streamlined Plan:**

- ☒ **High Performing PHA (PHA Score of 97 – 01/31/2003)**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24CFR Part 903.79(r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**Not Required.**

**iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

<b>Table of Contents</b>	
	<b><u>Page#</u></b>
<b>Annual Plan</b>	
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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

#### Required and Optional Attachments:

- ☒ Resident Member on Board of Commissioners -A
- ☒ Resident Advisory Board Membership -B
- ☒ Deconcentration of Poverty and Income Mixing -C
- ☒ Resident Satisfaction Survey Follow-up Action Plan -D
- ☒ Capital Fund Program and Evaluation Reports as of December 31, 2002 -E
- ☒ FFY 2003 Capital Fund Program Annual Statement -F
- ☒ Capital Fund Program Five Year Action Plan -G
- ☒ Section 8 Homeownership Program Capacity Statement -H
- ☒ Project-based Voucher Statement -I
- ☒ Five-year Plan Progress Statement -J

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant	Annual Plan: Capital Needs



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	year (included as attachment to plan)	
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, (included as Attachment to Plan)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Initial Assessment of Voluntary Conversion of Developments	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Project-Based Voucher Implementation Plan	Section 8
X	10 Year Capital Needs Plan	Capital Needs

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the

housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.”  
 Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income ≤ 30% of AMI	3766	5	5	4	2	3	3
Income > 30% but ≤ 50% of AMI	2819	4	5	3	2	3	3
Income > 50 % but < 80% of AMI	3376	4	5	3	2	3	3
Elderly	2271	2	1	2	3	1	2
Families with Disabilities	3500	5	5	4	3	3	3
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
 Indicate year: 2001
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
 Indicate year:
- ☐ Other housing market study  
 Indicate year:
- ☒ Other sources: (list and indicate year of information)  
 State of Vermont Housing Needs Assessment – April 1999  
 Housing In Northwestern Vermont – August 15, 2000

## **B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists**

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA – wide waiting list administered by the PHA.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

HousingNeedsof FamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant -basedassistance <input checked="" type="checkbox"/> PublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	273		53
Extremelylow income<=30% AMI	189	69%	
Verylowincome (>30%but<=50% AMI)	63	23%	
Lowincome (>50%but<80% AMI)	21	8%	
Familieswith children	79	29%	
Elderlyfamilies	23	8%	
Familieswith Disabilities	69	23%	
Black	6	2%	
Asian	4	1%	
Indian/Alaskan	1	<1%	
Hispanic	1	<1%	
Characteristicsby BedroomSi ze (PublicHousing Only)			
1BR	165	60%	
2BR	88	32%	
3BR	16	6%	
4BR	3	1.5%	
5BR	1	<1%	
5+BR			

HousingNeedsof FamiliesontheWaitingList	
Isthewaitinglistclosed(selectone)?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Ifyes:	
Howlonghasitbeenenclosed(#ofmonths)?	
DoesthePHAexpecttoreopenthelistinthePHAPlanyear?	<input type="checkbox"/> No <input type="checkbox"/> Yes
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed?	<input type="checkbox"/> No <input type="checkbox"/> Yes

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	1,019		257
Extremelylow income<=30% AMI	709	70%	
Verylowincome (>30%but<=50% AMI)	293	29%	
Lowincome (>50%but<80% AMI)	17	2%	
Familieswith children	405	40%	
Elderlyfamilies	96	9%	
Familieswith Disabilities	202	20%	
Black	30	3%	
Asian	22	2%	
Indian/Alaskan	5	<1%	
Hispanic	4	<1%	
Characteristicsby BedroomSize (PublicHousing Only)			
1BR			
2BR			

Housing Needs of Families on the Waiting List			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off -line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

☐ Other(list below)

**Strategy2:Increase thenumberofaffordablehousingunitsby:**

Selectallthatapply

- ☒ Applyforadditionalsection8unitssouldtheybecomeavailable
- ☒ Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- ☒ PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- ☒ Other:Makeupto20%ofavailableSection8HousingChoiceVouchers project-basedinsupportofnewhousingdevelopment,recentlyconstructed housingorexistingaffordablehousingservingeligibleBHAapplicantsand customers

**Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian**

**Strategy1:Targetavailableassistanc etofamiliesatorbelow30%ofAMI**

Selectallthatapply

- ☒ ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIinpublichousing
- ☐ ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIintenant -basedsection8assistance
- ☐ Employadmissionspreferencesaimedatfamilieswiththeeconomichardships
- ☐ Adoptrentpoliciesupportandencouragework
- ☒ Other:Provideintensive housingsearchassistanceforextremelylowincome households withSection8subsidiesthroughtheRentalOpportunityCenter

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow 50%ofAMI**

Selectallthatapply

- ☐ Employadmissionspreferencesaimedatfamilieswhoareworking
- ☐ Adoptrentpoliciesupportandencouragework
- ☐ Other:(listbelow)

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Targetavailableassistancetotheelderly:**

Selectallthatapply

- ☐ Seekdesignationofpublichousingfortheelderly

- ☐ Apply for special -purpose voucher targeted to the elderly, should they become available
- ☐ Other: (list below)

### **Need: Specific Family Types: Families with Disabilities**

#### **Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special -purpose voucher targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non -profit agencies that assist families with disabilities
- ☒ Other: Provide intensive housing search assistance for HCV families with disabilities through the Rental Opportunity Center

### **Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

#### **Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

#### **Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty/minority concentrations
- ☐ Other: (list below)

### **Other Housing Needs & Strategies: (list needs and strategies below)**

#### **(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints

- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant -based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FFY 2003 grants)</b>		
a) Public Housing Operating Fund	\$592,400	
b) Public Housing Capital Fund	\$538,259	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$13,265,178	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants	\$18,297	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated fund only) (list below)</b>		



<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	\$1,028,169	
<b>4. Other income</b> (list below)		
<b>4. Non -federal sources</b> (list below)		
Interest on Investments	\$39,020	
Laundry & Cable	\$22,200	
Maintenance Billings	\$17,900	
<b>Total resources</b>	<b>\$14,984,164</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

#### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (5 -10)  
☐ When families are within a certain time of being offered a unit: (state time)  
☐ Other: (describe)

b. Which non -income (s) screening factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug -related activity  
☒ Rental history  
☒ Housekeeping  
☒ Other: Credit and Utility History; Personal or Professional References

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

## **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other: Chittenden County Rental Opportunity Center

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

## **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☒ Emergencies  
☒ Overhoused  
☒ Underhoused  
☒ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work; overhoused and not buying in units being converted to homeownership)  
☐ Resident choice: (state circumstances below)  
☒ Other: Approved Reasonable Accommodation Requests

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness

☐ Highrentburden(rentis>50percentofincome)

Otherpreferences:(selectbelow)

- ☐ Workingfamiliesandthoseunable toworkbecauseofageordisability
- ☐ Veteransandveterans'families
- ☐ Residentswholiveand/orworkinthejurisdiction
- ☐ Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- ☐ Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- ☐ Householdsthatcontributetomeetingincomerequirements(targeting)
- ☐ Thosepreviouslyenrolledineducational,training,or upwardmobility programs
- ☐ Victimsofreprisalsorhatecrimes
- ☒ Otherpreferences:Foruptotenpercentofapplicantsadmittedineachfiscal year,BHAAelectstoextendconsiderationforaLocalPreferencetoapplicants whoseindividualcircumstancesaredeterminedbytheExecutiveDirectortobe anemergencyhousingsituationnotresultingfromthefamily'sactionor inactionincluding,butnotlimitedto(a)displacementbystateorlocal government,(b)displacementduetoextensivestructuraldamageasareultof adisaster,(c)harassmentagainstafamilyinaprotectedclassand(d)for purposesofwitnessprotection.

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespace thatrepresentsyourfirstpriority,a“2”intheboxrepresentingyoursecond priority,andsoon.Ifyougiveequalweighttooneormoreofthesechoices(either throughanabsolutehierarchyorthroughapointsystem),placethesamenumbernext to each.Thatmeansyoucanuse“1”morethanonce,“2”morethanonce,etc.

1LocalPreferences(10%ofAdmissionsOnly)

2DateandTime

FormerFederalpreferences:

InvoluntaryDisplacement(Disaster,GovernmentAction, ActionofHousing Owner,Inaccessibility,PropertyDisposition)

Victimsofdomesticviolence

Substandardhousing

Homelessness

Highrentburden

Otherpreferences(selectallthatapply)

- ☐ Workingfamiliesandthoseunabletoworkbecauseofageordisability
- ☐ Veteransandveterans'families
- ☐ Residentswholiveand/orworkinthejurisdiction
- ☐ Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- ☐ Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- ☐ Householdsthatcontributetomeetingincomerequirements(targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA - resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source: Resident Handbook specific to each housing development

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Anytime family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

**See also Attachment C.**

- a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) development(s) to determine concentration of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

- b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site -based waiting lists
- If selected, list targeted developments below:

☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug -related activity only to the extent required by law or regulation

- ☐ Criminal and drug -related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug -related activity (list factors below)
- ☐ Other (list below)
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? (on an as -needed basis)
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through NCIC - authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug -related activity
- ☒ Other: (1) Names and addresses of previous two landlords (if known); (2) Information on any repayment agreements with BHA or previous landlord.

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project -based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☒ Other: Chittenden County Rental Opportunity Center

## **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below: Subject to funding availability, proof of reasonable efforts; extenuating circumstances; accessibility needs.

#### **(4) Admissions Preferences**

##### a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admission to the section 8 program to families at or below 30% of median area income?

##### b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

##### Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

##### Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s): Section 8 program participants residing in units with assistance through a Section 8 project-based Housing Choice Certificate or Voucher who need to move and are in full compliance with family responsibilities and the tenant leases shall begin within the next available Housing Choice Voucher on the regular waiting list or on any targeted waiting list for which the household is eligible.

For up to ten percent of applicants admitted in each fiscal year, BHA elects to extend consideration for a Local Preference to ( ) applicants whose individual circumstances are determined by the Executive Director to be an emergency housing



situation not resulting from the family's actions or inaction, including, but not limited to: (a) displacement by state or local government, (b) displacement due to extensive structural damage as a result of a disaster, (c) harassment against a family in a protected class, or (d) for purposes of witness protection; (2) applicants and residents of public housing who have been determined to be eligible for the Section 8 Homeownership Option and have been determined to be 'mortgage ready' by the NeighborWorks Homeownership Center of Vermont.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- 1 Local Preferences (10% of Admissions only)
- 2 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contributes to meeting income goals (broad range of incomes)
- ☐ Household that contributes to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5.If the PHA plansto employ preferences for “residents who live and/or work in the jurisdiction”(select one)

- ☐ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6.Relationship of preferences to income targeting requirements:(select one)

- ☒ The PHA applies preferences within income tiers (when need to meet targeting requirement)  
☐ Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan  
☒ Briefing sessions and written materials  
☐ Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?

- ☐ Through published notices  
☒ Other: Through regular communication to advocacy and social service organizations.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

##### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregard and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30%

of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

**b. Minimum Rent**

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

**c. Rents set at less than 30% than adjusted income**

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

**d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)**

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:  
☐ Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:  
☐ For household heads  
☐ For other family members  
☐ For transportation expenses  
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families  
☐ Other (describe below )

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

- ☐ Yes for all developments  
☐ Yes but only for some developments  
☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments  
☐ For all general occupancy developments (not elderly or disabled or elderly only)  
☐ For specified general occupancy developments  
☐ For certain parts of developments; e.g., the high-rise portion  
☐ For certain size units; e.g., larger bedroom sizes  
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study  
☐ Fair market rents (FMR)  
☐ 95<sup>th</sup> percentile rents  
☐ 75 percent of operating costs  
☐ 100 percent of operating costs for general occupancy (family) developments  
☐ Operating costs plus debt service  
☐ The "rental value" of the unit  
☐ Other (list below)

f. Rent redeterminations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never  
☐ At family option  
☐ Anytime the family experiences an income increase  
☒ Anytime a family experiences an income increase above a threshold amount or percentage: (Threshold = \$50.00)

☐ Other(list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other: Rent Comparability Analysis prepared by professional appraiser

## **B. Section 8 Tenant -Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?  
(select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other: At least annually but more often if volatile market conditions require.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other: Market rent analysis by professional appraiser.

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**BHA is a High Performing PHA and does not need to complete this section.**

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub-component 6A.

**BHA is a High Performing PHA and does not need to complete this section.**

### A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### B. Section 8 Tenant -Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office  
☐ Other (list below)

## 7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### (1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD Form 52837.

Select one:



☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment F.

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

**(2) Optional 5 -Year Action Plan**

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund?

b. If yes to question a, select one:

☒ The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment G.

-or-

☐ The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

**B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development  
☐ Revitalization Plans submitted, pending approval  
☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?  
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list development or activities below:

## **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct a ny demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Franklin Square Apartments
1b. Development (project) number: VT36P001003
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date application approved, submitted, or planned for submission:	(11/06/2000)
5. Number of units affected:	0
6. Coverage of activity (select one)	
<input checked="" type="checkbox"/> Part of the development – Disposition of unused land and construction of affordable homeownership units.	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	Following receipt of all permits
b. Projected end date of activity:	Two years from receipt of all permits

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

A copy of the HUD approved Designated Housing Allocation Plan is available as a Supporting Document.

### **2. Activity Description**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type:
Occupancy by only the elderly <input type="checkbox"/>

Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next)



component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

## 2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved:
5. Number of units affected: 3 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

## 2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26- 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA -established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self -sufficiency Programs**

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

**BHA is a High Performing PHA and does not need to complete this section.**

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☐ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- ☐ Client referrals  
☐ Information sharing regarding mutual clients (for rent determinations and otherwise)  
☐ Coordinate the provision of specific social and self -sufficiency services and programs to eligible families  
☐ Jointly administer programs  
☐ Partner to administer a HUD Welfare -to-Work voucher program  
☐ Joint administration of other demonstration program  
☐ Other (describe)

## B. Services and programs offered to residents and participants

### (1) General

#### a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

#### b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)



--	--	--	--	--

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79(m)]

Exemptions from Component 13 : High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

**BHA is a High Performing PHA and does not need to complete this section. The BHA Resident Satisfaction Survey Follow-up Safety and Communications Plan is contained in Attachment D.**

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower -level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan to undertake:

(select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program

☐ Other(descr ibe below)

2.Whichdevelopmentsaremostaffected?(listbelow)

### **C.CoordinationbetweenPHAandthepolice**

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsfor carryingoutcrimepreventionmeasuresandactivitie s:(selectallthatapply)

- ☐ Policeinvolvementindevelopment,implementation,and/orongoing evaluationofdrug -eliminationplan
- ☐ Policeprovidocrimedatatohousingauthoritystaffforanalysisandaction
- ☐ Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g., communitypolicingoffice,officerinresidence)
- ☐ Policeregularlytestifyinandotherwisesupportevictioncases
- ☐ Policeregularlymee twiththePHAmangementandresidents
- ☐ AgreementbetweenPHAandlocallawenforcementagencyforprovisionof above-baselinelawenforcementservices
- ☐ Otheractivities(listbelow)

2.Whichdevelopmentsaremostaffect ed?(listbelow)

### **D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan**

PHAseligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeetingspecifiedrequirements priortoreceiptofPHDEPfunds.

- ☐ Yes ☐ No:Is thePHAeligibletoparticipateinthePHDEPinthefiscalyear coveredbythisPHAPlan?
- ☐ Yes ☐ No:Has thePHAincludedthePHDEPPlanforFY2000inthisPHA Plan?
- ☐ Yes ☐ No:ThisPH DEPPlanisanAttachment.(AttachmentFilename:\_\_\_\_)

## **14.RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

**BHAisaHighPerformingPHAanddoesnotneedtocompletethissection.The PetPolicyiscontainedinthePublicHousingAdmissionsandC ontinued OccupancyPolicystatement,whichisasupportingdocument**

## **15.CivilRightsCertifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulation s.

## **16.FiscalAudit**

[24CFRPart903.79(p)]

1. ☒ Yes ☐ No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))?  
(Ifno,skiptocomponent 17.)
2. ☒ Yes ☐ No: WasthemostrecentfiscalauditsubmittedtoHUD?
3. ☐ Yes ☒ No: Werethereanyfindingsastheresultofthataudit?
4. ☐ Yes ☐ No: Iftherewereanyfindings,doanyremainunresolved?  
Ifyes,howmanyunresolvedfindingsremain?\_\_\_\_\_
5. ☐ Yes ☐ No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD?  
Ifnot,whenaretheydue(statebelow)?

## **17.PHAAssetManagement**

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredto completethiscomponent. HighperformingandsmallPHAsarenotrequiredto completethiscomponent.

**BHAisaHighPerformin gPHAanddoesnotneedto completethissection.**

1. ☐ Yes ☐ No: IsthePHAengaginginanyactivitiesthatwillcontributetothe long-termassetmanagementofitspublichousingstock, includinghowtheAgencywillplannforlong -termoperating, capitalinvestment,rehabilitation,modernization,disposition,and otherneedsthathave **not**beenaddressedelsewhereinthisPHA Plan?
2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthat apply)
  - ☐ Notapplicable
  - ☐ Privatemanagement
  - ☐ Development-basedaccounting
  - ☐ Comprehensivestockassessment
  - ☐ Other:(listbelow)
3. ☐ Yes ☐ No: Has thePHAincludeddescriptionsofassetmanagementactivities inthe**optional** PublicHousingAssetManagementTable?

## **18. Other Information**

[24CFR Part 903.79(r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached as Attachment (Filename)

☒ Provided below:

The RAB reviewed the plans and supported them as presented.

3. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☒ Other: The RAB reviewed the plans and supported them as presented.

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: City of Burlington

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

- ✓ Highlights the need for the creation of new affordable housing units accessible to Housing Choice Voucher recipients
- ✓ Supports the preservation of public housing units in the community
- ✓ Supports the development of a affordable homeownership unit on unutilized land at Franklin Square
- ✓ Supports the implementation and expansion of BHA's Section 8 Homeownership Option Program

- ✓ Encourages BHA to fully utilize its ability to project -base Section 8 Vouchers in support of new affordable housing development and greater housing opportunities for program participants
- ✓ Supports BHA's Ten Year Capital Improvements strategy
- ✓ Supports BHA's partnerships with COTS and other affordable housing providers; in particular, the Chittenden County Rental Opportunity Center
- ✓ Supports BHA's Family Self-Sufficiency Program

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

**No other information is required by HUD.**

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### ATTACHMENT A -Resident Member on Board of Commissioners

Resident Board Member: Sheila Gorski  
Program: Section 8 Participant  
Appointment: By Mayor  
Term: Five years, ending 1/17/20 08

### ATTACHMENT B -Resident Advisory Board Membership (Calendar 2003)

Esther McGrath  
Amy Pawluk  
Frank Jameson  
Bill Daniello  
Pauline Kirkland  
Kelly Morin  
Charmain Adams  
David Lacroix  
Maya Boucher  
Nastassia Strackbein

### ATTACHMENT C -Deconcentration of Poverty and Income Mixing

BHA has reviewed income levels in its family public housing in order to determine any policy or procedural changes necessary to comply with the Deconcentration Rule. As of January 31, 2003, the income levels were as follows:

#### **DECONCENTRATION ANALYSIS**

01/31/2003			
Avg. Income -all Covered Developments		\$16,659	
Acceptable Range (85% -115%)	\$14,160	-	\$19,158
Avg. Income -Riverside		\$16,588	
Avg. Income -Hillside Terrace		\$17,094	
Avg. Income -Franklin Square		\$16,529	

As average income at all covered developments fall within the 'acceptable' range, no deconcentration actions are required at this time by BHA.



## **ATTACHMENTD –ResidentSatisfactionSurveyFollow -upActionPlan**

Inthespringof2002,HUDadministeredtheannualResidentSatisfactionSurveyaspartofthepublichousingREACprocess.Arepresentativepercentageofsurveysaresentouttotenantsateachdevelopment.SurveysarereturnedtoHUDandresultsarecompiled.Throughoutthesurvey,thescoringsystemissuchthat75%orhigherindicates“satisfiedtoverysatisfied”responses.Foranysectionthatscoreslessthan75%,BHAMustcompleteafollow-upplanaspartofoursubsequentAnnualPlan.Thefollow-upplanisdesignedtoaddressconcernsraisedbythesurvey.BHA’sscoresindicatethattenantsaresatisfiedwithourperformanceinareasrelatingtoMaintenanceandRepair,Services(electricity,heat,water)&NeighborhoodAppearance.Accordingtoourpublishedscore,weneedtocompletefollow-upplansintheareasofSafetyandCommunication.WehaveputinseveralcallstotheHUDREACofficeandrequestedclarificationonourCommunicationscore.Numerically,itappearstobelowertthanitshouldbeandwedonotbelieveatthistimethatafollow-upplanisindicated.Nonetheless,weareincludingafollow-upplanspecifictothedevelopmentsinwhichourcommunicationscorefellbelow75%—HillsideTerrace,RiversideAvenueandFranklinSquare.WehavealsochosetorespondproactivelytoscoresinthesedevelopmentsintheareaofNeighborhoodAppearance.

### **Communication&NeighborhoodAppearanceFollow -upPlan**

TheBurlingtonHousingAuthorityManagedPropertiesTeamwillstrivetimprovecommunicationandneighborhoodappearanceconcernsinourfamilydevelopmentsbytakingthefollowingactions:

#### **Communication**

PublicationofaquarterlyNewslettertoconveyitemsofinterestandimportance to residents.Suchinformationwillincludeschedulesofannualrecertification interviews,notificationonupcomingtenantmeetingswithstaff,policeoryouth activityorganizers,noticeofupcomingBHAannualinspections,aswellasREAC inspections,etc.Otherarticleswillincludeinformationandmeetingnotices,including publichearings,toseekttenantinputonfiscalbudgets,proposedcapitalization expendituresandpolicychangesandannouncementofourannualPHASscore.

OurBoardofCommissionersmeetsatleastonceeachyearateachpublichousing developmentwithacomunityroomandtheNewsletterwillannouncemeetingsites forthenextquarter.OtherinformationrelayedthroughtheNewsletterwillbe remindersonhowtoreachstaffatournewofficelocation,andpolicyreminderssuch astherequirementsofthepetpolicy,andourpolicieswithregardtoinoperative automobiles

WearealsomakingaconcertedefforttohaveourFamilySiteManagervisitall

new tenant families to answer questions regarding their apartment, maintenance and our tenant handbook, as well as to impart information about how to reach staff, economic self-sufficiency programs and youth activities available through both city programs and BHA sponsored programs.

## Neighborhood Appearance

During the 2002 construction season, all apartment windows were replaced at Franklin Square. This resulted in construction equipment, materials and unfortunately some debris throughout the site during the four- to five months of construction. The loose debris was mostly the result of children in the development taking the debris from the construction dumpster. Development wide, as well as individual letters, were issued urging parents to better monitor their children's activities throughout the construction period in an attempt to control this activity. There is no major capitalization work scheduled for Franklin Square for a number of years.

For a number of years now we have been wrestling with how best to dispose of household trash at 669 Riverside Avenue to avoid trash left on the ground adjacent to the dumpster(s). This past year we moved from three small dumpster emptied once a week to one large dumpster emptied twice a week. The location of the dumpster has also been changed, moving it close to the actual family units. Resident monitoring indicates that this system is proving effective and we are seeing little, if any, loose trash.

## Safety Follow-up Plan

*This will be the third year that we have completed a follow-up plan in the area of safety. Overall, our scores have increased in this area. Based on the survey scoring, it is difficult to score the required 75% (the national average falls below this mark) because of the question – Are you aware of any crime prevention programs available to residents... i.e. neighborhood Watch, etc.? Residents have not shown an interest or willingness to participate in these types of programs, despite our offers of information and support. As with other questions in this section, the answer does not offer responses on a scale, simply yes or no. The PH score is either 0% or 100%. Our score on this question conveyed that only 35.7% of residents indicated they were aware of such programs. Since this question alone is worth 25% of the total safety section, it is difficult to score well overall. Our current safety procedures areas follows:*

- Periodic (at least annual) meetings with Burlington Police Department Staff.
- Organize annual tenant meetings with the police to proactively address safety concerns.
- Periodic assessment of police intervention information for each site. Gather information on calls and type and disposition of the complaints.
- Promptly address any safety concerns identified by tenants at regularly scheduled BHA/tenant meetings.

- Reinforce through written materials BHA's lease expectations. Clearly define in organizational materials and individual letters to tenants, any acts that constitute a lease violation and BHA's enforcement policy.
- Include articles in BHA Newsletters/Bulletins reminding residents of the importance of bringing safety concerns to our attention, as well as articles addressing particular safety topics.

**ATTACHMENTE –CapitalFundProgramandEvaluationReportsasof12/31/2002**

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramand CapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary</b>					
<b>PHAName:</b> BURLINGTONHOUSINGAUTHORITY		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: VT36P001501-00 ReplacementHousingFactorGrantNo:			<b>Federal FYofGrant:</b> 2000
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input checked="" type="checkbox"/> RevisedAnnualStatement(revisionno: 3) <input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding:12/31/2002 <input checked="" type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovem entsSoftCosts				
	ManagementImprovementsHardCosts				
4	1410Administration	52,751	52,751	52,751.00	52,751.00
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	16,500	13,485	13,485.00	13,485.22
8	1440SiteAcquisit ion				
9	1450SiteImprovement				
10	1460DwellingStructures	423,262	380,279	380,279.00	380,278.74
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures	35,000	80,998	80,998.00	80,998.04
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1502Contingency				
	AmountofAnnualGrant:(sumoflines.....)	<b>527,513</b>	<b>527,513</b>	<b>527,513.00</b>	<b>527,513.00</b>
	AmountoflineXXRelatedtoLBPAactivities				
	AmountoflineXXRelatedtoSection504compliance				
	AmountoflineXXRelatedtoSecurity —SoftCosts				
	AmountofLineXXrelatedtoSecurity --HardCosts				
	Amountof lineXXRelatedtoEnergyConservation Measures				
	CollateralizationExpensesorDebtService				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part I I: Supporting Pages**

PHAName: <b>BURLINGTON HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: VT36P501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA -WIDE	Administrative Salaries	1410		52,751	52,751	52,751.00	52,751.00	Complete
	Fees and Costs	1430		16,500	13,485	13,485.00	13,485.22	Complete
VT1-1								
Riverside Avenue	Community Room Building	1470		0	44,443	44,443.00	44,443.04	Complete
VT1-3	Window and Siding Repair	1460		87,262	169,554	169,554.00	169,553.56	Complete
Franklin Square	Storage Buildings	1470		35,000	36,555	36,555.00	36,555.00	Complete
VT1-4	Sprinkler System	1460		100,000	0	0.00	0.00	Moved to CFP501 -02
230 St. Paul Street	Hallway Improvements	1460		24,000	24,000	24,000.00	24,000.00	Complete
VT1-7	Roof and Overhangs	1460		132,000	51,326	51,326.00	51,326.27	Complete
Hillside	Siding and Trim	1460		60,000	115,419	115,419.00	115,419.13	Complete
Terrace	Window Replacement	1460		20,000	19,980	19,980.00	19,979.78	Complete
			<b>TOTAL</b>	<b>527,513</b>	<b>527,513</b>	<b>527,513.00</b>	<b>527,513.00</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHAName:</b> <b>BURLINGTON HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>VT36P001501-01</b> Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	53,825	53,825	53,825.00	53,825.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,000	17,000	11,896.00	9,935.96
8	1440 Site Acquisition				
9	1450 Site Improvement	72,000	72,000	0.00	0.00
10	1460 Dwelling Structures	365,434	390,092	295,298.00	262,980.50
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	30,000	5,342	5,342.00	5,342.46
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	<b>538,259</b>	<b>538,259</b>	<b>366,361.00</b>	<b>332,083.92</b>
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security — Soft Costs				
	Amount of line XX Related to Security — Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: <b>BURLINGTON HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: VT36P501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA - WIDE	Administrative Salaries	1410		53,825	53,825	53,825.00	53,825.00	
	Fees and Costs	1430		17,000	17,000	11,896.00	9,935.96	
VT1-1	Tub/Shower Surrounds	1460	24	15,000	15,000	15,000.00	1,580.00	Sample Units. Contract Awarded
Riverside Avenue	Community Building	1470	1	30,000	5,342	5,342.00	5,342.46	Complete and Closed
VT1-3	Window and Siding Repair	1460	60 units	96,000	191,194	191,194.00	191,193.98	Complete and Closed
Franklin Square	Fire Alarm/Smoke Detectors	1460	60 units	21,434	12,000	12,000.00	7,742.52	
	Rear Door Glass Replacement	1460		0.00	9,980	9,980.00	0.00	Contract Awarded
VT1-4	Elevator Upgrades	1460	1	19,810	19,811	19,811.00	19,811.00	Complete and Closed
230 St. Paul Street	Sprinkler System, Phase II	1460	153 units	100,000	42,653	42,653.00	42,653.00	First Floor Complete
	Closet Doors	1460	153 units	103,190	89,454	4,660.00	0.00	
VT1-7	Site Improvements	1450		72,000	72,000	0.00	0.00	Planning & Zoning Permit Rec'd
Hillside Terrace								Preparing Bid Documents
			<b>TOTAL</b>	<b>538,259</b>	<b>538,259</b>	<b>366,361</b>	<b>332,083.92</b>	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHAName:</b> <b>BURLINGTON HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>VT36P001501-02</b> Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	51,183	51,183	51,183.00	25,591.50
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,434	2,434	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	71,000	58,998	7,998.00	7,998.00
10	1460 Dwelling Structures	387,213	399,215	135,491.00	32,781.91
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	<b>511,830</b>	<b>511,830</b>	<b>194,672.00</b>	<b>66,371.41</b>
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of line XX Related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Report

## Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHAName: <b>BURLINGTON HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: VT36P501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA - WIDE	Administrative Salaries	1410		51,183	51,183	51,183.00	25,591.50	
	Fees and Costs	1430		2,434	2,434	0.00	0.00	
VT1-1	Smoke Detectors	1460		25,000	2,000	2,000.00	0.00	Reviewing requirements
Riverside Avenue	Tub/Shower Surrounds	1460		15,000	15,000	0.00	0.00	Locating replacements
VT1-2	Ventilation System	1460		40,000	40,000	0.00	0.00	Designed. Bidding in progress
North Champlain	Common Areas	1460		50,000	50,000	0.00	0.00	Designed. Bidding in progress
VT1-3	Asphalt Paving	1450		20,000	7,998	7,998.00	7,998.00	Complete and Closed
Franklin Square	Kitchen Cabinets/Countertops	1460	60 units	34,213	35,000	35,000.00	17,077.92	Work in Progress
VT1-4	Sprinkler System	1460		100,000	100,000	11,491.00	4,571.19	Designed. Bidding in progress.
230 St. Paul Street	Fire Alarm Upgrades	1460		10,000	10,000	0.00	0.00	Design needed.
	Bi-fold Doors	1460		65,000	59,215	0.00	0.00	Designed. Bidding in progress.
	First Floor Reconfiguration	1460		35,000	75,000	75,000.00	0.00	Work in progress
VT1-7	Site Grading	1450		36,000	36,000	0.00	0.00	Designed. Bidding in progress.
Hillside Terrace	Walkways & Driveways	1450		15,000	15,000	0.00	0.00	Designed. Bidding in progress.
	Smoke Detectors	1460		13,000	13,000	12,000.00	11,132.80	Completed
			<b>TOTAL</b>	<b>511,830</b>	<b>511,830</b>	<b>194,672</b>	<b>66,371.41</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

**ATTACHMENT F – FFY2003 Capital Fund Program Annual Statement**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFP RHF) Part 1: Summary</b>					
<b>PHAName:</b> BURLINGTON HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program Grant No: VT36P001501-03 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2003
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds				
2	1406 Operations	\$50,000			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	\$51,183			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$10,647			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$400,000			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	<b>\$511,830</b>			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security — Soft Costs				
	Amount of Line XX related to Security — Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: BURLINGTONHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgramGrantNo: VT36P001501-03 ReplacementHousingFactorGrantNo:					FederalFYofGrant: 2003		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
HA –WIDE	Operations –ExtraordinaryMaintenance		1406		\$50,000				
HA –WIDE	Administration		1410		\$51,183				
HA –WIDE	FeesandCosts		1430		\$10,647				
VT1-1	HeatmakerBoilerReplacement		1460	10units	\$40,000				
RiversideAve									
VT1-2	WastewaterPipingReplacement		1460	10units	\$50,000				
NChamplainSt									
VT1-3	ExteriorOverhangRepairs		1460	25units	\$8,000				
FranklinSquare									
VT1-4	SprinklerSystem –PhaseIII		1460	48units	\$100,000				
230St.PaulSt	Bi-FoldDoors –PhaseII		1460	48units	\$100,000				
	HVACAirHandler		1460	1	\$25,000				
	HeatingSystem –1 <sup>st</sup> Floor		1460	1	\$50,000				
VT1-7	LivingRoomHeaters		1460	15units	\$27,000				
HillsideTerrace									
				TOTAL	\$511,830				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

**ATTACHMENTG –CapitalFundProgramFiveYearActionPlan**

**CapitalFundProgramFive -YearActionPlan**

**PartI:Summary**

PHAName <b>BURLINGTONHOUSINGAUTHORITY</b>				<input type="checkbox"/> <b>Original5 -YearPlan</b> <input checked="" type="checkbox"/> <b>RevisionNo:1</b>	
Development Number/Name/HA-Wide	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:2005	WorkStatementforYear3 FFYGrant:2005 PHAFY:2006	WorkStatementforYear4 FFYGrant:2006 PHAFY:2007	WorkStatementforYear5 FFYGrant:2007 PHAFY:2008
	<b>Annual Statement</b>				
HA –Wide(Operations)		50,000	50,000	50,000	50,000
VT1-1RiversideAve		119,900	0	0	35,200
VT1-2 –NChamplain		92,400	0	0	0
VT1-3 –FranklinSq		36,300	59,400	0	229,500
VT1-4 –230St.Paul		179,130	268,050	461,830	155,330
VT1-7 –HillsideTerr		34,100	134,380	0	41,800
TotalCFPFunds(Est.)		<b>511,830</b>	<b>511,830</b>	<b>511,830</b>	<b>511,830</b>
TotalReplacementHousing FactorFunds					



**CapitalFundProgramFive -YearAct ionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear:2 FFYGrant:2004 PHAFY:2005			ActivitiesforYear:3 FFYGrant:2005 PHAFY:2006		
	<b>HA –WIDE(Operations)</b>			<b>HA –WIDE(Operations)</b>		
	ExtraordinaryMaint		50,000	ExtraordinaryMaintenance		50,000
	<b>VT1-1RiversideAve</b>			<b>VT1-1RiversideAve</b>		0
	SmokeDetectorUpgrade	40units	27,500			
	HeatmakerBoiler	7units	48,400			
	BathroomRenovations	43units	27,500			
	ExteriorTrimPainting	13buildings	16,500			
	<b>VT1-2NChamplain</b>			<b>VT1-2NChamplain</b>		0
	Tub/ShowerValves	50units	15,400			
	TrashCompactor	1	22,000			
	ElevatorPiston	1	55,000			
	<b>VT1-3FranklinSquare</b>			<b>VT1-3FranklinSq uare</b>		
	ReplaceElectricBaseboardHeat	60units	36300	SmokeDetectors	41units	44,000
				FireAlarmSystem	60units	15,400
	<b>VT1-4230St.Paul</b>			<b>VT1-4230St.Paul</b>		
	AlarmUpgrade	159units	120,000	SmokeDetectors	159units	28,050
	EmergencyCall	159units	59,130	SprinklerSystem –PhaseIII	48units	120,000
				Bi-FoldDoors –PhaseIII	48units	120,000
	<b>VT1-7HillsideTerrace</b>			<b>VT1-7HillsideTerrace</b>		
	LivingRoomHeater	11units	19,800	Tub/ShowerUnits	13units	28,600
	ReplaceFrenchDoors	13units	14,300	ExteriorPainting	13buildings	14,300
				KitchenCabinets/Countertops	24units	73,330
				Walkways&Driveways	6units	18,150
		<b>TOTAL</b>	<b>511,830</b>		<b>TOTAL</b>	<b>511,830</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2006 PHAFY: 2007			Activities for Year: 5 FFY Grant: 2007 PHAFY: 2008		
	<b>HA – WIDE (Operations)</b>			<b>HA – WIDE (Operations)</b>		
	Extraordinary Maintenance		50,000	Extraordinary Maintenance		50,000
	<b>VT1-1 Riverside Ave</b>		0	<b>VT1-1 Riverside Ave</b>		
				Refrigerators	48 units	35,200
	<b>VT1-2 N Champlain</b>		0	<b>VT1-2 N Champlain</b>		
	<b>VT1-3 Franklin Square</b>		0	<b>VT1-3 Franklin Square</b>		
				Roof Shingles	60 units	109,500
				Kitchen Cabinet/Bi-fold	60 units	120,000
	<b>VT1-4230 St. Paul</b>			<b>VT1-4230 St. Paul</b>		
	Window/Siding Repairs	1 building	461,830	Tub/Shower Valves	153 units	48,400
				Parking Lot Asphalt	1 site	106,930
	<b>VT1-7 Hillside Terrace</b>		0	<b>VT1-7 Hillside Terrace</b>		
				Tub/Shower Units	13 units	27,500
				Replace French Doors	13 units	14,300
		<b>TOTAL</b>	<b>511,830</b>		<b>TOTAL</b>	<b>511,830</b>

## **ATTACHMENTH –Section8HomeownershipProgramCapacityStatement**

TheBurlingtonHousingAuthoritycurrentlyoperatesahighlysuccessfulSection8 HomeownershipOptionPrograminpartnershipwiththeBurlingtonCommunityLand TrustNeighborWorksH omeownershipCenterandtheVermontDevelopmentCredit Union(VDCU),designedspecificallytoservethefinancialneedsoflowincome households.TheprogramwasauthorizedbyHUDundertheproposed HomeownershipruleasademonstrationprogramonOctober 14,1999.

As of February 2003, forty families have achieved homeownership.

## **ATTACHMENTI -Project -basedVoucherStatement**

TheBurlingtonHousingAuthorityintendstoutilizeupto20%ofthefunding availabletoitfortenant -basedassistanceundertheSection8CertificateandVoucher programforproject -basedVouchers.

TheCityofBurlingtonisfacingarentalhousingcrisis,withavacancyrateoflessthan onepercent.Anexpandedproject -basedvoucherprogramwillencourageandsupport thedevelopmentofadditionalhousingunitsavailabletoSection8eligiblehouseholds andensurethatanadequatesupplyofquality,existingunitsarealsoavailable.

Thisexpandedproject -basedvoucherprogramisbeingimplementedinaccordance withtherulesforthetheSection8project -basedcertificateprogram(24CFRPart983),as amendedandclarifiedbyaHUDNoticepublishedonJanuary16,2001entitled “RevisionstoPHAProject -BasedAssistanceProgram:InitialGuidance.

NotwithstandingtheHUDInitialGuidancerestrictionregardingproject -based vouchersincensustractswithagreaterthan20%povertyrate,BHAintendstoaccept applicationsfornewlyorrecentlyconstructed,renovatedorexistingapartmentsinall censustractsinallcommunitiesinwhichitoperates.Certaindevelopmentsinlower incomecensustractscontribute tocommunityrevitalizationandareanintegralpartof theCityofBurlington’shousingagenda.ExceptionswillbesoughtfromHUDas needed.

TheProject -BasedVoucherImplementationPlanisincorporatedintotheSection8 AdministrativePoliciesfortheHousingChoiceVoucherProgram,whichisavailable asasupportingdocument.

## **ATTACHMENTJ –Five -YearPlanProgressStatement**

### ExpandthesupplyofassistedHousing

- BHAobtainedanadditional190vouchers
- BHAobtainedaHOPWAggrantassistancefor21units
- BHAhasacquired46additionalaffordablehousingunits

### Improvethethequalityofassistedhousing

- BHAachievedHighPerformerstatuswithaPHASscoreof97.
- BHAachievedHighPerformerstatuswithaSEMAPscoreof100.
- The10yearCapitalNeedsPlanisontargetandsubstantialimprovements tothecommonareasat230St.PaulStreetand10N.ChamplainStreetare complete

### Increaseassistedhousingchoices

- BHAisimplementing asubstantiallandlordoutreacheffortwiththeRental OpportunityCenter
- BHA'spaymentstandardsarenowabovetheFMRandconsistentwith marketrents
- BHA'sSection8homeownershipprogramhashelped40famieliestobuy homesandisworkingwithover32 familieshopingtobuyhomes
- BHAhasconverted3scatteredsitePHunitstohomeownership
- BHAhasHUDapprovaltodevelop8affordablehomeownershipunitson undevelopedPHA -ownedland
- BHAhascontractedforover100project -basedvouchersandissolic iting additionalapplicationsinordertoincreasehousingchoicesforitsprogram participants

### Provideanimprovedlivingenvironment

- Residentorganizationsnowexistinbothelderly/disableddevelopments
- ASafetyandCommunicationsFollow -upActionPlanis being implemented

### Promoteself -sufficiencyandassetdevelopment

- ThenumberoffamiliesreceivingTANFhasdecreased
- OurFamily -SelfSufficiencyProgramhasover100households participating,over40%ofwhomhaveescrowaccounts
- AWellnessprogramhasbeenimplementedatthetwoelderly/disabled developments

### Ensureequalopportunityandaffirmativelyfurtherfairhousing

- BHAhascompletedaSection504andFairHousingcompliancereview andiscurrentlyimplementingrecommendationsforimprovements

